

# ETHICS CHECKLIST

## IS IT LEGAL?

- ▶ Will I be violating a civil law or College policy?

## IS IT BALANCED?

- ▶ Is it fair to all concerned in the short term as well as the long term?
- ▶ Does it promote win-win relationships?

## HOW WILL IT MAKE ME FEEL ABOUT MYSELF?

- ▶ Will it make me proud?
- ▶ Would I feel good if my decision was published in the paper?
- ▶ Would I feel good if my family knew about it?

Employers are seeking students and graduates who are proficient in their field and who have a strong grasp of the soft skills including: social graces, communication, friendliness, relationship building, etc.

NTC's Student Development Team including Student Life and Career Services can help you:

- \* prepare for job fairs and interviews
- \* develop self awareness
- \* practice common interview questions
- \* tackle attitude, ethics and integrity
- \* acquire networking skills
- \* learn how to be a part of a team
- \* and so much more

Check out our online resources: [studentlife.ntc.edu/soft-skills](http://studentlife.ntc.edu/soft-skills)

